

Corporate Selection Process for GS-15 Positions

Steps	Responsible Party	Timing
<p>1. PREPARE RECRUITMENT PLAN FOR COMMANDER'S WRITTEN APPROVAL--</p> <ul style="list-style-type: none"> - Determine appropriate series and grade. - Determine whether it should be combined with other functions - Rewrite position description if needed. - Determine type of referral: Career Program or Merit Promotion - If Merit Promotion, establish KSA's - If ACCES, determine weights. - If Other CP, determine referral categories - Determine breadth of outreach: Status, Nonstatus. Open 30 days minimum. Are there organizations locally, regionally which need personal contact. Do you need a special transmittal letter. - Ensure workforce has been properly counseled on how to receive consideration for this type of vacancy (e.g. series, professional registration, etc.). Consider timing of rating panels for career program vacancies--Do you need to get people (internal and external) in the system. Will they know where to apply if it's announced through merit promotion? - Determine if Relocation Services Expenses will be paid. 	SUPV ICW CPAC & DIV POC	WEEK 1
<p>2. PREPARE SF-52 (AFTER CDR'S APPROVAL)</p> <ul style="list-style-type: none"> - Develop Vacancy Announcement(s) - Include RNO Identification Form - Post on OPM and CPOL - Work with DEU on timing - Prepare special letters for outreach 	<p>SUPV ICW CPAC/CPOC</p> <p>CPOC ICW CPAC</p> <p>CPAC ICW CPOC</p> <p>SUPV ICW CPAC</p>	WEEK 1
<p>3. PREPARE REQUEST FOR CAREER REFERRAL LIST</p> <ul style="list-style-type: none"> - Coordinate timing of submission with closing of announcements. 	CPAC	WEEK 1
<p>4. ESTABLISH AD HOC PANEL MEMBERS (For Merit Promotion Positions) (Commander is Panel Member)</p>	COMMANDER ICW CPAC	WEEK 2
<p>5. PREPARE RATING GUIDE FOR MERIT PROMOTION POSITIONS</p>	CPAC ICW SUBJECT MATTER EXPERT	WEEK 2

<p>6. PREPARE SELECTION PLAN FOR PANEL CHAIR'S APPROVAL--</p> <ul style="list-style-type: none"> - Composition of Panel (include minority/female representation where possible): Panel Chair, HQ SES, Supervisor (MINIMUM). - Selection Criteria for Panel - Interview Questions 	DIV POC ICW CPAC & SUPV	WEEK 1
<p>7. INITIATE CONTRACT FOR LEADERSHIP INTERVIEWS</p> <p>(Work with Gallup on timing)</p> <p>(Assume 10 or Less Interviews)</p>	SUPV ICW CPAC	WEEK 2
<p>8. SCHEDULE TENTATIVE PANEL DATES</p> <p>(Consider Closing Date of Announcement)</p>	DIV POC ICW CPAC	WEEK 3
<p>9. RECEIVE REFERRAL LIST(S)</p> <ul style="list-style-type: none"> - Transmit (expedite) records to Panelists 	CPAC DIV POC	WEEK 7/8 (DEPENDENT ON CPOC OUTREACH CLOSING)
<p>10. DETERMINE CANDIDATES FOR INTERVIEW</p> <ul style="list-style-type: none"> - Coordinate/Summarize panel evaluations - Finalize Panel Date 	PANEL CHAIR ICW DIV POC	WEEK 8/9
<p>11. COORDINATE PANEL INTERVIEWS</p> <ul style="list-style-type: none"> - MIPR Funds to Participants - Coordinate Gallup Consultation 	PANEL CHAIR ICW DIV POC	WEEK 9/10
<p>12. CONDUCT PANEL AND FINALIZE RECOMMENDED SELECTION</p>	PANEL CHAIR ICW PANEL	WEEK 11/12
<p>13. PREPARE SELECTION PACKAGE FOR PANEL CHAIR TO FORWARD TO DCG</p>	DIV POC	WEEK 11/12
<p>14. RECEIVE APPROVAL OF SELECTEE</p> <ul style="list-style-type: none"> - Notify CPOC to Make Offer - Provide Bio for From Where I Sit 	PANEL CHAIR CPAC CEHR-C	WEEK 13/14
<p>15. DOCUMENT SELECTION ON REFERRAL LIST AND RETURN TO CRO/CPOC</p>	PANEL CHAIR ICW CPAC	WEEK 13/14

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